



Operations

**AVAILABILITY OF AIR EDUCATION AND TRAINING
COMMAND (AETC) COMMANDERS**

This instruction implements AFPD 10-2, *Readiness*, and establishes procedures pertaining to availability of AETC commanders and availability reporting requirements for wing commanders and above. Air University (AU), 2d Air Force (2 AF), 19th Air Force (19 AF), and wing commanders establish the availability of their subordinate commanders.

SUMMARY OF REVISIONS

This revision updates reporting procedures for AETC commanders.

1. Commanders' Availability. The commander, or designated alternate commander, of major subordinate AETC organizations must be available to respond to Headquarters AETC within 15 minutes.

2. Absence of Commanders:

2.1. Any time a commander is temporarily absent and not readily available by telephone, notify the Randolph Command Center (RCC), Defense Switching Network (DSN) 487-1859, or commercial (210) 652-1859, of the time of departure, expected time of return, and name of the designated alternate. Also, notify the RCC upon the commander's return.

2.2. If a commander plans to be on leave, his or her office must request approval from the commander's immediate superior at least 1 week in advance. Include the destination, duration of absence, and name and position of the designated alternate. Upon departure and return, notify the commander's immediate superior and the RCC.

2.3. Submit a weekly summary of absences to the commander's immediate superior and the RCC by the Wednesday preceding the week of the planned absence. Include the date, time of departure and return, destination, purpose, and name and position of the designated alternate. Negative reports are required. Report changes by phone as they occur. (**NOTE:** Reporting requirements in this instruction are exempt from licensing according to AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*, paragraph 2.11.2.)

2.4. The AU, 2 AF, and 19 AF commanders must submit a weekly report of their absences to AETC AOS/AOC, DSN 487-3174. Include the date, time of departure and return, destination, purpose, and name and position of the designated alternate. Negative reports are required. Report changes by phone as they occur.

2.5. Notify the commander's immediate superior and the RCC any time a commander is hospitalized or otherwise incapacitated.

3. Responsibility of Designated Alternate. In the absence of a commander, the designated alternate must be readily available and have full authority to act in the commander's absence. The designated alternate must be able to contact the commander in an emergency.

4. Concurrent Absence of Commanders and Vice Commanders. Concurrent absences will be kept to a minimum. AU, 2 AF, and 19 AF commanders can approve or disapprove concurrent absence requests by subordinate commanders. Either the wing commander, vice commander, operations group commander, or deputy operations group commander will be physically on base during local flying training.

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